



CITY OF
BEDFORD

Discover the Center

FINAL PLAT APPLICATION

FOR THE

PLANNING AND ZONING COMMISSION

AS AUTHORIZED BY THE BEDFORD SUBDIVISION ORDINANCE

(ORD. NO. 2325) & AS AUTHORIZED BY

THE TEXAS LOCAL GOVERNMENT CODE, CHAPTER 212

www.bedfordtx.gov

March 2012

City of Bedford Final Plat Processing Procedures

Submittal Requirements: The following items must be submitted to the Planning and Zoning, (P&Z) Office, 2000 Forest Ridge Drive, Building B, Bedford, Texas, to initiate action on the application:

- **Completed application form;**
- Required **application fee;**
- **Twenty (20) black-line** copies of the Final Plat, **folded** to 8 ½" x 11";
- **Current Tax Certificate** showing no outstanding taxes on the property;
- **Engineering plans;** and
- One **reduced 8 ½" x 11" copy** of the Final Plat drawing.

Submittal Deadlines: Applications are due to the P&Z Office 4:30 p.m. Please see attached calendar for submittal dates.

Application Fee: The Final Plat application fee is **\$100.00, plus \$25.00 per lot.** Payment may be made with cash, check, Visa or MasterCard. Checks are to be made out to the City of Bedford.

The application fee is not refundable to the owner/applicant regardless of the action taken on the Final Plat by the Planning & Zoning Commission.

Completeness of Submission: The Final Plat shall not be placed on an agenda for consideration until:

- The application fee is paid; and
- All information, drawings, plans and attachments are deemed to be complete.

Failure to provide any necessary revised material by the deadlines indicated below will likely result in the Final Plat being tabled or denied.

Processing: *The owner/applicant shall also submit (on the same submittal day) a copy of the Final Plat to all franchise utility companies that will potentially be serving the subdivision for their comments regarding utility easements needed.*

The P&Z Department will forward the Final Plat application to the Development Review Committee (DRC) including the City Planner, Chief Building Official, Director of Public Works, City Engineer, Economic Development Manager, and Fire Marshal for their review and comments. These comments will be summarized after the DRC meeting and faxed/e-mailed to the applicant.

Please see the attached calendar to see when revised material is due before the **P&Z Commission meeting:**

- The revised Final Plat drawing:
- Additional information requested; and
- A response letter addressing the DRC comments.

If all requirements are completed and corrections made, the P&Z Commission shall act on the Final Plat at the regularly scheduled meeting as specified in the Subdivision Regulations *Section 3.6 Approval Procedures*. Failure to attend the regularly scheduled meeting will likely result in the item being either tabled or denied.

City of Bedford

Final Plat Processing Procedures (cont'd)

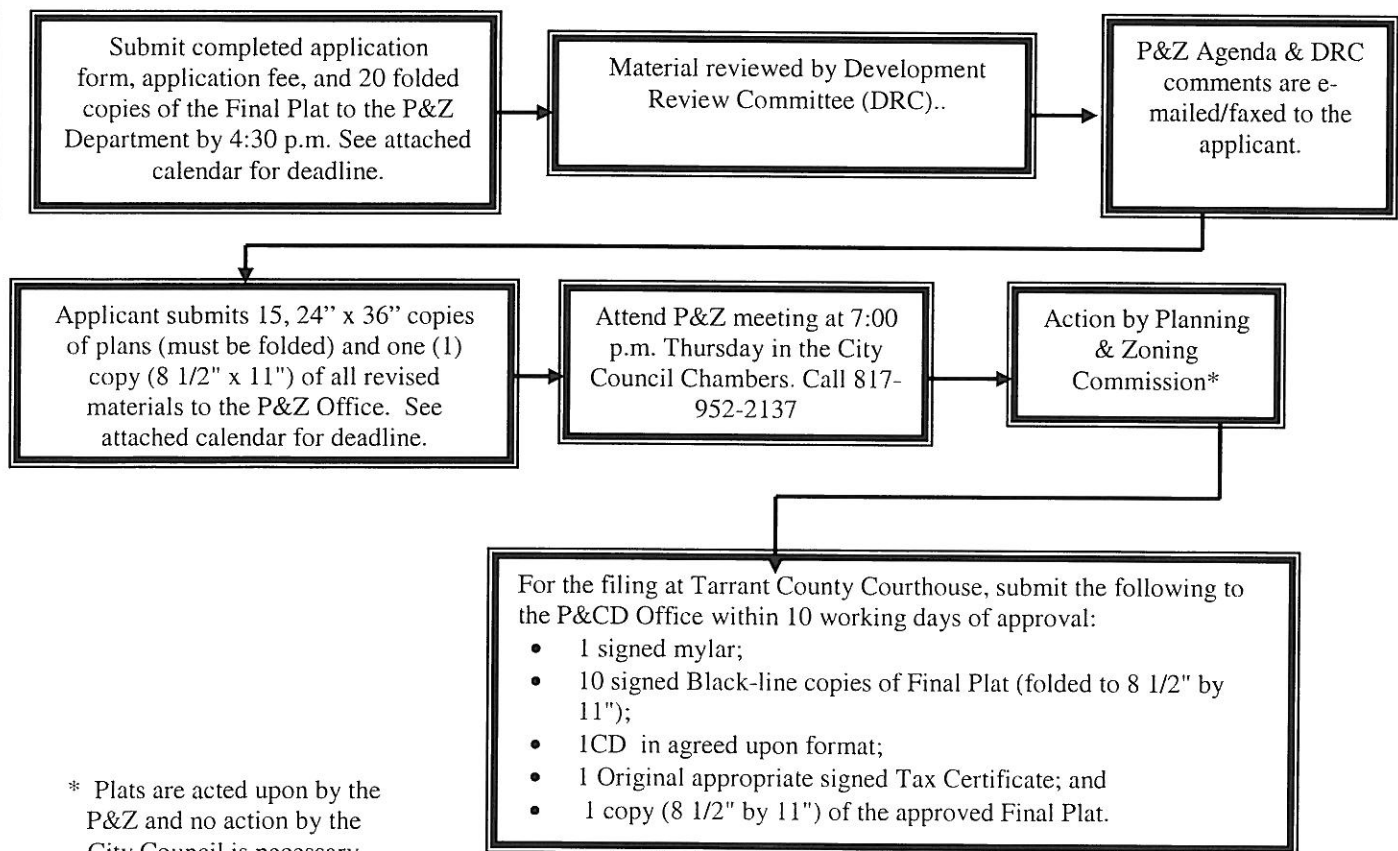
Approval: The approval of the Final Plat by the P&Z Commission does not constitute official acceptance of the drainage, streets, water, sewer or other public improvements of the proposed subdivision by the City.

The infrastructure improvements are subject to further engineering review and inspections of the constructed facilities.

Document & Information Exchange:

The applicant shall provide the following to the Development Office within 10 working days of the Final Plat approval by the P&Z Commission:

- 1 Mylar of your Final Plat with all required signatures and seals;
- 10 **Black-line** copies folded to the 8 ½" X 11" size of the approved Final Plat with all revisions required by P&Z and all required signatures;
- 1 CD in DXF format depicting the graphic data, special provisions, general notes and/or specifications of the approved parcels. If in AutoCAD format, please include the "world file". (The applicant shall coordinate with staff regarding the specific format requirements for digital data);
- 1 copy (8 ½" X 11") of the approved Final Plat;
- 1 Original tax certificate, officially signed for the approved parcels identified above;
- 1 copy (8 ½" x 11") of the legal description of the above identified parcels.



City of Bedford

Application for a Final Plat

Applicant Name: _____ (*Signature) _____

Telephone Number: _____ **e-mail** _____

Street Address, City, State & Zip Code: _____

Legal Description:

Tract(s) _____, Abstract No. _____, Survey _____,
 Being platted as: Lot(s) _____, Block(s) _____ of the
 _____ Addition to the City of Bedford. (include phase number)

Zoning of Property: _____,

Property street address: _____

*Signatures indicate all information provided is true and correct.

Owner, if not applicant: (*Signature)	Developer: (*Signature)
(Printed name)	(Printed name)
(Company name)	(Company name)
(Street Address, City, State & Zip Code)	(Street Address, City, State & Zip Code)
(Email address)	(Email address)
(Telephone number) (FAX number)	(Telephone number) (FAX number)
Land Planner/Engineer: (*Signature)	Surveyor: (*Signature)
(Printed Name)	(Printed Name)
(Company Name)	(Company Name)
(Street Address, City, State & Zip Code)	(Street Address, City, State & Zip Code)
(Email address)	(Email address)
(Telephone number) (FAX number)	(Telephone number) (FAX number)

City of Bedford

Final Plat Checklist

Items listed in this checklist must be provided by the applicant, signed and returned to P&CD Office along with 20 copies of the completed Final Plat for approval (also see Processing Procedures for Final Plats "Submittal Requirements"). The Final Plat shall be submitted on sheets 36" by 24" at a scale of 1" = 100' or 1" = 50', and folded to an 8 1/2" X 11" size unless prior approval for a variation in size or scale is obtained from the P&CD Office. (For a complete listing of required elements see the Bedford Subdivision Regulations Chapter 3 – "Final Plat Preparation & Approval".) This list is provided for the applicant's benefit; however, fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Regulations, and other development related ordinances of the City of Bedford. All of the above referenced materials are available at <http://www.ci.bedford.tx.us>.

- _____ **Title or name of the subdivision** preceded by the words "FINAL PLAT" and to include the location of the plat by the City, County, and State.
- _____ **Written and graphic scale, North arrow, date of preparation and Vicinity Map.**
- _____ Subdivision **boundary lines**, indicated by heavy lines, a number or letter to identify each lot or site and each block, and the **computed gross acreage** of the subdivision.
- _____ Name of **contiguous property owners** (parcels of unsubdivided/subdivisions) and lot lines, streets, lot and block numbers of the **adjacent subdivision(s)** or unplatted parcels.
- _____ **Label the name and/or purpose** of all lots, streets, alleys, easements, emergency access easements, parks and other such features. All lots, streets and easements must be **accurately dimensioned** in feet and decimals of a foot and accurate bearings, showing the length of radii, deflection angles, and of all curves, tangent distance and tangent bearings. **All such data shall be complete and precise enough to permit accurate location upon the ground.**
- _____ The **boundary** of the area being subdivided shall be shown in heavy lines, and shall include all **necessary bearings and distances** and **curve data to describe the exact limits of the subdivision.**
- _____ The location of all permanent **monuments** and **control points** to which all dimensions and bearing shall be referred.
- _____ **Owner's certificate/dedication statement** - The dedication must be provided on both the Final Plat and a separate 8 1/2" x 11" or 8 1/2 x 14" sheet. **Both copies must contain original notarized signatures.**
- _____ Surveyor's **certification statement & seal** by RPLS responsible for surveying the subdivision & preparing the Final Plat.
- _____ **Approval block** in the form provided in the Chapter 3, Section 3.5, Bedford Subdivision Regulations.
- _____ Minimum **building setback lines** adjacent to all street frontages.
- _____ **Current Tax Certificate** showing that all taxes have been paid on the tract to be subdivided, and that no delinquent taxes exist against the property.
- _____ All existing **easements** on the land being subdivided and on the adjoining tracts and subdivisions.
- _____ If adjacent to a creek, channel, or any other form of a tributary, the final plat shall establish and show on the face of the drawing, the **minimum finished floor elevation** for each tract or lot adjacent to the creek, channel, or tributary.
- _____ If desired by the subdivider and approved by the Commission, the Final Plat may constitute only a portion/phase of the approved Preliminary Plat which the developer proposes to immediately develop. However, the configuration of the portions selected for such incremental final platting shall not affect adjacent land, whether owned by the subdivider or others, in such a way as to render said land undevelopable in accordance with its current Zoning District classification.
- _____ A letter fully outlining any **alterations** from the Preliminary Plat approved under this Ordinance must accompany the Final Plat.